

**MEETING NOTICE
MAIZE CITY COUNCIL
REGULAR MEETING**

TIME: 7:00 P.M.
DATE: MONDAY, JANUARY 20, 2020
PLACE: MAIZE CITY HALL
10100 W. GRADY AVENUE

**MAIZE CITY COUNCIL AGENDA
MAYOR DONNA CLASEN PRESIDING**

Special Note:

City Clerk shall provide the "Oath of Office" for reelected officials:
Council Member Karen Fitzmier
Council Member Alex McCreath
Council Member Kevin Reid

- 1) Call to Order
- 2) Roll Call
- 3) Pledge of Allegiance/Moment of Silence
- 4) Approval of Agenda
- 5) Mayor's Recognition
 - a. Andale Construction: 45th Street Sidewalk
- 6) Public Comments
- 7) Consent Agenda
 - a. Approval of Minutes – City Council Regular Meeting of December 16, 2019.
 - b. Receive and file minutes from the Planning Commission Meeting of November 7, 2019
 - c. Receive and file minutes from the Park and Tree Board Meeting of December 10, 2019
 - d. Cash Disbursements from December 1, 2019 thru December 31, 2019 in the amount of \$670,396.42(Check #69695 thru #69850).

- e. Adopt the GAAP Waiver Resolution for 2019 in accordance with K.S.A. 75-1120a (a).
- f. Approval of Halstead Bank as the City's Official Depository for 2020 and selection of The Clarion as the City's Official Newspaper for 2020.

8) Old Business

None

9) New Business

A. 2020 Master Park Plan Updates

10) Reports

- Police
- Engineer
- Public Works
- Planning & Zoning
- City Clerk
- Legal
- Operations
 - Municipal Court Quarterly Report
 - Code Enforcement Quarterly Report
 - Technology Quarterly Report
 - Cemetery Quarterly Report
- Council Members' Reports
- Mayor's Report

10) Executive Session

11) Adjournment

**MINUTES-REGULAR MEETING
MAIZE CITY COUNCIL
Monday, December 16, 2019**

The Maize City Council met in a regular meeting at 7:00 p.m., Monday, **December 16, 2019** in the Maize City Hall, 10100 Grady Avenue, with **Mayor Donna Clasen** presiding. Council members present were **Kevin Reid , Karen Fitzmier, Alex McCreath,** and **Jennifer Herington**. **Pat Stivers** was absent.

Also present were: **Richard LaMunyon**, City Administrator; **Jolene Graham**, Deputy City Administrator; **Jocelyn Reid**, City Clerk; **Matt Jensby**, Police Chief; **Ron Smothers**, Public Works Director; **Kim Edgington**, Planning Administrator; **Steve Anderson**, City Engineer; **Tom Powell**, City Attorney.

APPROVAL OF AGENDA:

The agenda with the addition of 6e was submitted for approval.

MOTION: **Fitzmier** moved to approve the agenda amended.
McCreath seconded. Motion declared carried.

CONSENT AGENDA:

The Consent Agenda was submitted for approval including:

- a. Approval of Minutes – City Council Regular Meeting of November 18, 2019.
- b. Receive and file minutes from the Park and Tree Board Meeting of September 10, 2019.
- c. Cash Disbursements from November 1, 2019 thru November 30, 2019 in the amount of \$384022.93 (Check #69555 thru #69694).
- d. Approval of Cereal Malt Beverage application from January 1, 2020 through December 31, 2020 for Kwik Shop.
- e. Approval of Cereal Malt Beverage application from January 1, 2020 through December 31, 2020 for Pizza Hut Bistro.

MOTION: **Fitzmier** moved to approve the Consent Agenda as amended.
McCreath seconded. Motion declared carried.

EAGLES NEST 2ND ADDITION, PHASE I: STORM WATER, WATER AND SEWER

A contract with Mies Construction for Storm Water, Water and Sewer for Eagles Nest 2nd Addition Phase 1 was submitted for Council approval.

MOTION: **Reid** moved to accept the low bid and approve the construction agreement with Mies Construction for Eagles Nest 2nd Addition Phase 1 in an amount not to exceed \$801,367.70 and authorize the Mayor to sign subject to approval by the City Attorney.
Fitzmier seconded. Motion declared carried.

EXECUTIVE SESSION:

Mayor Clasen requested to enter executive session for 30 minutes to discuss non-elected personnel.

MOTION: **Fitzmier** moved to recess to an executive session pursuant to the non-elected personnel matter exception under the Kansas Open Meetings Act. The executive session is estimated to last 30 minutes returning to the open meeting at 8:00 pm.
Herington seconded. Motion declared carried.

Council entered executive session at 7:30 pm and reconvened at 7:47 pm. No action was taken.

ADJOURNMENT:

With no further business before the Council,

MOTION: **Fitzmier** moved to adjourn.
Herington seconded. Motion declared carried.
Meeting adjourned.

Respectfully submitted by:

Sue Villarreal, Deputy City Clerk

**MINUTES-REGULAR MEETING
MAIZE CITY PLANNING COMMISSION AND
BOARD OF ZONING APPEALS
THURSDAY, November 7, 2019**

The Maize City Planning Commission was called to order at 7:00 p.m., on Thursday November 7, 2019, for a Regular Meeting with *Brian Aubuchon*, presiding. The following Planning Commission members present were *Mike Burks, Brian Aubuchon, Dennis Downes, Bryant Wilks* and *Hugh Nicks*. Absent was *Mike Strelow*. Also present were *Sue Villarreal*, Recording Secretary; *Kim Edgington*, Planning Administrator; *Richard LaMunyon*, City Administrator and *Bill McKinley*, City Engineer.

MOTION: *Wilks* moved to approve the agenda as presented.
 Burks seconded the motion.
 Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: *Nicks* moved to approve the minutes of September 5, 2019 as presented.
 Wilks seconded the motion.
 Motion carried unanimously.

CU-02-019 CONDITIONAL USE TO ALLOW PLACEMENT OF A MANUFACTURED HOME AS AN ACCESSORY USE AT 4256 N 119TH STREET WEST

MOTION: *Burks* moved to approve CU-02-019 Conditional Use subject and the following conditions:

1. The manufactured home shall be removed upon transfer of title of the property.
2. Can only be occupied by applicant or adjacent property owner at 4256 N 119th Street West.

And subject to the following findings:

1. The zoning, uses and character of the neighborhood: This property is located within an area that is still mainly agricultural in character and is expected to eventually be in the path of the Northwest Bypass.
2. The suitability of the subject property for the uses to which it has been restricted: The property is used for agricultural and residential purposes as currently zoned but is unique in that it has been held by the same family for several generations. There is more than adequate area for the placement of a manufactured home.
3. Extent to which removal of the restrictions will detrimentally affect nearby property: The property is very effectively screened by mature trees which will screen the manufactured home from view of neighboring properties.

4. Conformance of the requested change to the adopted or recognized Comprehensive Plan and Policies: The City of Maize Comprehensive Plan designates this area as appropriate for urban residential development.
5. Impact of the proposed development on community facilities: Municipal water and sewer service is not currently available to serve this site. The applicant has secured permission for placement of an on-site sewage system and has access to private well water. There will be no additional driveways added to 119th Street.

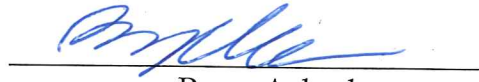
Wilks seconded the motion.
Motion carried unanimously

ADJOURNMENT:

MOTION: With no further business before the Planning Commission,
Burks moved to adjourn.
Downes seconded the motion.
Motion carried unanimously.

Meeting adjourned at 7:32 p.m.


Sue Villarreal
Recording Secretary


Bryan Aubuchon
Chairman

**MINUTES – REGULAR MEETING
MAIZE PARK AND TREE BOARD
TUESDAY, DECEMBER 10th, 2019**

The Maize Park and Tree Board met in a regular meeting at 5:30 pm, Tuesday, December 10th, 2019 with *Vice-Chair Patrick Atchison* presiding. Board members present were *Marina Fulton, Maren Breit, Steve Schmidt and Rob Ulrich*. *Joshua Belcher* and *Dennis Wardell* were absent.

Also present was: *Richard LaMunyon*, City Administrator, *Ross Jensby*, Public Works and *Laurie Atwood*, Administrative Assistant.

APPROVAL OF AGENDA:

The Agenda was submitted for Board approval.

MOTION: *Fulton* moved to approve the agenda.
Breit seconded. Motion declared carried.

APPROVAL OF THE SEPTEMBER 10, 2019 MINUTES:

The Park and Tree Board Meeting Minutes of September 10, 2019 were submitted for approval.

MOTION: *Fulton* moved to approve the agenda
Schmidt seconded. Motion declared carried.

2020 Master Park Plan Objectives

The 2020 Master Park Plan Objectives were revised by staff and the members of the Park and Tree Board to reflect the priorities and goals of the board. Agenda item #6A was presented to the board for approval.

MOTION: *Fulton* moved to approve the agenda
Ulrich seconded. Motion declared carried.

ADJOURNMENT:

With no further business before the Board:

MOTION: *Fulton* motioned to adjourn.
Ulrich seconded. Motion declared carried.

Meeting adjourned at 5:52 pm

Approved by the Park and Tree Board on Jan 14th 2019.



Park and Tree Board Member



Recording Secretary

CITY OF MAIZE

Bank Reconciliation Report For December 2019

Fund Balances

FUND	NAME	BEGIN PERIOD	RECEIPTS	DISBURSEMENTS	END PERIOD
01	General Fund	\$ 686,045.82	\$ 161,449.64	\$ 275,094.40	\$ 572,401.06
02	Street Fund	211,604.27	11,909.10	11,292.25	\$ 212,221.12
04	Capital Improvements Fund	264,225.26	32,906.78	52,713.66	244,418.38
05	Long-Term Projects	(331,002.36)	-	221,487.39	(552,489.75)
06	Mayor Donnelly Memorial Fund	4,280.00	-	-	4,280.00
10	Equipment Reserve Fund	132,398.32	14,294.61	36,975.25	109,717.68
11	Police Training Fund	16,268.52	606.50	-	16,875.02
12	Municipal Court Fund	51,815.92	2,652.42	1,050.00	53,418.34
16	Bond & Interest Fund	42,975.73	71,288.18	-	114,263.91
19	Wastewater Reserve Fund	176,518.31	9,328.96	21,897.75	163,949.52
20	Wastewater Treatment Fund	1,143,371.85	79,415.10	53,260.77	1,169,526.18
21	Water Treatment Fund	1,313,502.96	124,227.19	79,008.86	1,358,721.29
22	Water Reserve Fund	231,722.81	3,000.00	-	234,722.81
23	Water Bond Debt Reserve Fund	268,000.00	-	-	268,000.00
24	Wastewater Bond Debt Reserve Fund	147,800.09	-	-	147,800.09
32	Asset Forfeiture Fund	4,163.13	-	-	4,163.13
38	Cafeteria Plan	3,550.46	4,838.00	3,626.02	4,762.44
76	Bond Refundings	(60,637.82)	-	-	(60,637.82)
98	Maize Cemetery	130,059.24	5,301.08	8,140.71	127,219.61
Totals All Fund		\$ 4,436,662.51	\$ 521,217.56	\$ 764,547.06	\$ 4,193,333.01

Bank Accounts and Adjustments

Halstead Checking Account	\$ 288,517.27	\$ 822,295.02	\$ 519,709.51	\$ 591,102.78
Outstanding Items				\$ (147,473.43)
Halstead Bank Money Market Account	4,017,258.06	5,225.99	400,000.00	3,622,484.05
Maize Cemetery Operations	130,059.24	5,304.08	8,143.71	127,219.61
Totals All Banks	\$ 4,435,834.57	\$ 832,825.09	\$ 927,853.22	\$ 4,193,333.01

CITY OF MAIZE
Cash and Budget Position
Thru December 31, 2019

FUND	NAME	BEGINNING	MONTH	MONTH	END MONTH	ANNUAL	YTD	YTD	REMAINING	REMAINING
		CASH BALANCE	RECEIPTS	DISBURSEMENTS	CASH BALANCE	EXPENSE BUDGET	REVENUE	EXPENSE	EXPENSE BUDGET	BUDGET PERCENTAGE
01	General Fund	\$ 686,045.82	\$ 161,449.64	\$ 275,094.40	\$ 572,401.06	\$ 4,052,763.00	\$ 4,136,779.74	\$ 3,812,958.64	\$ 239,804.36	5.92%
02	Street Fund	211,604.27	11,909.10	11,292.25	212,221.12	313,550.00	337,416.99	309,864.65	3,685.35	1.18%
04	Capital Improvements Fund	264,225.26	32,906.78	52,713.66	244,418.38	600,115.00	405,946.31	440,731.33	159,383.67	26.56%
05	Long-Term Projects	(331,002.36)	-	221,487.39	(552,489.75)	-	2,401,784.00	2,228,428.43		
06	Mayor Donnelly Memorial Fund	4,280.00	-	-	4,280.00		-	-		
10	Equipment Reserve	132,398.32	14,294.61	36,975.25	109,717.68	201,500.00	172,499.49	175,711.57	51,196.93	25.41%
11	Police Training Fund	16,268.52	606.50	-	16,875.02	3,000.00	6,324.46	2,505.53	494.47	16.48%
12	Municipal Court Fund	51,815.92	2,652.42	1,050.00	53,418.34	-	31,573.29	23,737.74		
16	Bond & Interest Fund	42,975.73	71,288.18	-	114,263.91	2,579,232.00	2,456,400.82	2,468,636.79	110,595.21	4.29%
19	Wastewater Reserve Fund	176,518.31	9,328.96	21,897.75	163,949.52	142,773.00	108,478.06	192,328.57	(49,555.57)	
20	Wastewater Treatment Fund	1,143,371.85	79,415.10	53,260.77	1,169,526.18	892,000.00	1,058,735.67	888,211.96	3,788.04	0.42%
21	Water Fund	1,313,502.96	124,227.19	79,008.86	1,358,721.29	948,000.00	1,298,588.97	899,878.77	48,121.23	5.08%
22	Water Reserve Fund	231,722.81	3,000.00	-	234,722.81	-	36,000.00	-		
23	Water Bond Debt Reserve Fund	268,000.00	-	-	268,000.00	-	-	-		
24	Wastewater Bond Debt Reserve Fund	147,800.09	-	-	147,800.09	-	-	-		
32	Asset Forfeiture Fund	4,163.13	-	-	4,163.13	-	2,297.06	538.50		
38	Cafeteria Plan	3,550.46	4,838.00	3,626.02	4,762.44	-	28,763.55	30,711.31		
76	Bond Refundings	(60,637.82)	-	-	(60,637.82)	-	-	-		
98	Maize Cemetery	130,059.24	5,301.08	8,140.71	127,219.61	127,643.00	85,847.96	64,488.28	63,154.72	49.48%
Report Totals		\$ 4,436,662.51	\$ 521,217.56	\$ 764,547.06	\$ 4,193,333.01	\$ 9,860,576.00	\$ 12,567,436.37	\$ 11,538,732.07	\$ 630,668.41	6.40%

**MAIZE CITY COUNCIL
REGULAR MEETING
MONDAY, January 20, 2020**

CONSENT AGENDA ITEM 6e

ITEM: GAAP (Generally Accepted Accounting Principles) WAIVER

BACKGROUND: KSA 75-1120a(a) requires municipalities to use (GAAP) generally accepted accounting principles in the preparation of their financial statements and reports. Except for community colleges, the governing body of any municipality may waive this statutory GAAP requirement.

If a municipality waives the GAAP requirement, KSA 75-1120a c(1) requires that the municipality present financial statements and reports prepared on the basis of cash receipts and disbursements as adjusted to show compliance with the cash basis and budget laws of Kansas. The City of Maize historically has prepared their financial statements on the basis of cash receipts and disbursements as adjusted to show compliance with the cash basis and budget laws of the state under the GAAP Waiver.

FINANCIAL CONSIDERATIONS: None.

LEGAL CONSIDERATIONS: Passing the GAAP Waiver Resolution will put us in compliance with KSA 75-1120a (a).

RECOMMENDATION/ACTION: Approve the GAAP Waiver Resolution.

RESOLUTION NO.

A RESOLUTION OF THE CITY OF MAIZE DECLARING A WAIVER TO THE GAAP REQUIREMENT IN PREPARATION OF THE CITY OF MAIZE FINANCIAL STATEMENTS AND FINANCIAL REPORTS FOR YEAR ENDED DECEMBER 31, 2019.

WHEREAS the City of Maize, Kansas has determined that the financial statements and financial reports for year ended December 31, 2019 to be prepared in conformity with requirements of K.S.A. 75-1120a(a) are not relevant to the requirements of the cash basis and budget laws of this state are of no significant value to the Maize City Council or the members of the general public of the City of Maize and

WHEREAS there are no revenue bond ordinances or resolutions or other ordinances or resolutions of the municipality which require financial statements and financial reports to be prepared in conformity with KSA 75-1120a(a) for the year ended 2019.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Maize, Kansas, in regular meeting duly assembled this 20th day of January, 2020 that the Maize City Council waives the requirements of KSA 75-1120A(A) as they apply to the City of Maize for the year ended 2019.

BE IT FURTHER RESOLVED that the Maize City Council shall cause the financial statements and financial reports of the City of Maize to be prepared on the basis of cash receipts and disbursements as adjusted to show compliance with the cash basis and budget laws of this State.

(SEAL)

Donna Clasen, Mayor

Jocelyn Reid, City Clerk

**MAIZE CITY COUNCIL
REGULAR MEETING
MONDAY, JANUARY 20, 2020**

AGENDA ITEM #9A

ITEM: 2020 Master Park Plan Objectives Update

BACKGROUND:

On December 13, 2016, the Park & Tree Board approved the 2017 Master Park Plan and recommended it to the City Council for their approval and implementation. On February 20, 2017, the Council approved the plan. Each Council member received a copy of the 2017 Master Park Plan.

The Park and Tree Board conceived this 2017 edition of the Master Park Plan as a “living document” that will be continuously modified and updated. A living document concept provides the flexibility to keep the master plan in sync with the development of the City and to quickly shift priorities with opportunities that arise. Significant updates would be presented to Council at least once per year.

The Park and Tree board held a workshop on November 12, 2019 to determine their priorities for 2020. On December 10, 2019 they officially moved to recommend their updates to the Council. The objectives section for 2020 of the Master Park Plan has therefore been updated to reflect their goals and it is attached to this coversheet. Hardcopies of this section will also be made available to replace the “2020 Master Park Plan Objectives” section in the Council members’ personal copies of the Master Park Plan.

Priorities of the 2020 objectives include:

- Move forward with an Amphitheater construction and the necessary amenities in the City Park.
- Continue to identify possible properties for park land
- Continuation of community outreach with:
 - Further engagement with USD 266, Boy and Girl Scout Troops and other community groups
 - Arbor Day celebration
 - Promotion of Monarch Waystations
 - Ballet in the park
- Evaluate streetscape and parklet concepts from the Maize in Motion and Academy Arts District Plans and determine installation options.
- Recreation Commission partnership
 - Request additional meetings for continued partnership opportunities
 - Sponsor Park & Tree education classes through the Recreation Commission

FINANCIAL CONSIDERATIONS:

None

LEGAL CONSIDERATIONS:

None

RECOMMENDATION/ACTION:

Approve the 2020 Objectives as an addition to the Master Park Plan.

2020 Objectives

1. Goal: Develop & Enhance Existing Parks
 - a. *March* – Propose a development timeline of City Park improvements and cost estimates to Council for the 2021 Budget process
 - b. *March* – Develop ideas and opportunities for projects to enhance space around amphitheater
2. Goal: Land Acquisition
 - a. *April* - Continue to identify possible properties for park land
 - b. *February* – Prepare 2021 CIP request for Council Consideration
3. Goal: Temporary Pop-up Parks
 - a. *Fall* - Conceive of a place-making strategy for pop-up parks in Maize for 2021 and corresponding equipment purchases
4. Goal: Nature Parks
 - a. *April* – plan and schedule spring planting day at Monarch Waystation
 - b. *September* – plan and schedule fall planting day at Monarch Waystation
 - c. *January - March* – Evaluate streetscape and parklet concepts from the Maize in Motion and Academy Arts District Plans and determine installation options.
5. Goal: Education
 - a. *January* – apply for Tree City USA designation
 - b. *February* – begin Arbor Day planning.
 - c. *March* – request Arbor Day proclamation be approved by City Council
 - d. *April* – Arbor Day observance
 - e. *Spring & Fall* - Offer stipend for a Master Gardener class through the Recreation Commission’s programming
 - f. *Year-round* - Look to connect with USD 266, Boy and Girl scout troops and other community groups to participate in joint projects.
6. Goal: Community Partnerships
 - a. *February* - Request joint meeting with the Recreation Commission to seek joint projects and programming ideas for amphitheater.
 - b. *May* – Discuss partnerships and projects to further engage with USD 266 students and staff.
7. Goal: Fundraising and Citizen Engagement
 - a. *August* - Consider involvement in the Fall Festival
 - b. *September* - Ballet in the Park
 - c. *Yearlong* - Consider fundraising opportunities
8. Goal: Social Media
 - a. *Yearlong* - Continue Facebook, Twitter and Website promotions of Park and Tree Board Activity

January 2020



Monthly Council Report

Department Highlights

- ◆ All Departmental functions and activities are normal.
- The new year has brought a busy start to the department.
- Officers worked a shooting in the east part of the city that stemmed from a teen party that got out of hand. Uninvited individuals arrived, fights broke out and a 16 year old male was shot in the leg. The injuries were not life threatening and he was released from the hospital later than night. Through many interviews and investigations, we were able to identify a suspect who was arrested in connection with the case. This same suspect is believed to be connected to other shootings occurring in Wichita over the past couple of months. The investigation continues in cooperation with the Wichita Police Department.
- Sickness hit the department this past month . Even with more than half our staff home stick, there was no interruption to police services. I thank all our officers for stepping in when needed.

Budget status: 3/100%

Major purchases: None

Current Staff Levels.

14 Full-time -
2 Part-time
4 Reserve
4 Reserve -Vacant

Monthly Activities

November Police Reports - **974**

December calls for service - **601**

Community Policing:

City Engineer's Report January 20, 2019

General

I appreciate the opportunity to serve the Maize City Council, Administration and other staff. I began work on December 9, 2019. I am well into "orientation," in terms of getting to know staff, processes, etc. I generally know most of the contractors and consultants who work with the City.

Subdivision Projects

Carriage Crossing Phase 7- Water and sewer improvements are complete, subject to minor details. Grading and Paving project was awarded to Kansas Paving. Work should begin in the next few weeks.

Eagles Nest 2nd Addition- Storm sewer, sanitary sewer and waterline improvements were awarded to Mies Construction. Work should begin soon.

Building Projects

Reiloy- Grading work has begun on the site. This is a design-build project which will involve phased plan approval. The first phase of the structural plans has been approved by MABCD. The permit has been issued.

Other Projects- There are other non-residential projects under construction. Appropriate updates will be provided as I become familiar with the work in progress. This will apply to residential projects as well.

Engineering Planning

Engineering planning represents a component of various planning and zoning projects, and is part of Capital Improvement Planning, special projects, and engineering studies. I have begun my involvement with the School Project at 45th and 119th, and am working with the engineers involved. I have met with representatives from Baughman Company regarding various projects they have in the works. It is good to see more development is coming soon.

PUBLIC WORKS REPORT 1-14-20

Regular Work

- Graded the gravel streets again several times this past month.
- Picked up 4 locations for brush this month. 20 loads brought in on brush day.
- Had Over 120 locates this month.
- Shut off 10 water meters on shut off day.
- Helped Sue and Laurie pass out and deliver many commodities. Have cleaned and organized the basement for the commodities and storm shelter.

Special Projects

- Cut brush and trees along the bike path south of 45th St.
- Swept streets in the old part of Maize in the last two weeks.
- Installed 19 water meters this past month, most of them in the Longbranch and Carriage Crossing area.
- Changed oil and serviced many of our trucks, loaders, skid steer, and tractors to prepare for the upcoming year. Made several repairs and installed a new blades on the grader.
- Had to respond to several snow, ice and freezing fog days to insure the safety of our citizens. Ordered more salt/sand mix and have materials and equipment ready to respond to all emergency situations.
- We are working to put together the equipment and street maintenance lists for the next five years. We hope to have that ready when we convene for the budget process.
- We have dug and covered three graves this past month.

Ron Smothers

Public Works Director

**PLANNING ADMINISTRATOR'S
REPORT**

DATE: **January 20, 2020**

TO: **Maize City Council**

FROM: **Kim Edgington, Planning Administrator**

RE: **Regular January Council Meeting**

The following is a summary intended to keep the Council apprised of the status of ongoing planning projects.

1. 200 & 300 W Albert – Staff has been working extensively with an out-of-state developer that has the Mobile Home Park under contract. They are currently in the “due diligence” phase of the contract and expect to execute a 3-year Master Lease with management rights and an option to purchase either prior to or at the end of the lease.
2. Zone change on the west side of 119th Street between 29th & 37th – a zone change request for approximately 20 acres from single-family residential to two-family (duplex) zoning was deferred by the Planning Commission on January 2, 2020 to their February 6, 2020 meeting. Staff will be meeting with a select group of neighbors (the neighbors have chosen the attendees) at 4:00, Thursday, January 16th. Staff will also be hosting an informational meeting on Thursday, January 23rd from 5:30-6:30 for any interested parties.
3. Woodard Addition – a 121 lot, 67-acre single-family residential plat at the southeast corner of 45th and Maize Road. Planning Commission approved the preliminary plat on January 2, 2020.
4. General planning issues – I continue to meet, both on the phone and in person, with citizens and developer’s representatives requesting information on general planning matters, such as what neighboring property owners are planning to do, what they are allowed to do on their property, and what the process is for submitting various applications and materials to the Planning Commission.



**City Clerk Report
REGULAR COUNCIL MEETING
January 20, 2020**

Year to date status (Through 12/31/19):

General Fund –			
	Budget	YTD	
Rev.	\$3,926,887	\$4,136,780	105.35%
Exp.	\$4,052,763	\$3,812,959	94.08%
Streets –			
Rev.	\$ 323,270	\$ 337,417	104.38%
Exp.	\$ 313,550	\$ 303,965	98.82%
Wastewater Fund-			
Rev.	\$ 892,000	\$1,058,736	118.69%
Exp.	\$ 892,000	\$ 888,212	99.58%
Water Fund-			
Rev.	\$ 948,000	\$1,298,589	136.98%
Exp.	\$ 948,000	\$ 899,879	94.92%

Health & Dental Benefits

Per Council's request, here are the 2019 numbers (through 12/31/2019) for employee health, dental, and life (including accidental death and short-term disability).

	<u>City Portion</u>	<u>Employee Portion</u>	<u>Total Paid</u>
Health:	\$346,229.34	\$ 86,559.81	\$432,789.15
Dental:	20,854.40	5,214.62	26,069.02
Life:	<u>12,868.81</u>	<u>0</u>	<u>12,868.81</u>
	\$392,821.36	\$ 91,774.43	\$484,595.79

CIP 2019 (As of 12/31/2019)

<u>Detail</u>	<u>Reason</u>	<u>December Revenue</u>	<u>December Expense</u>	<u>Budget</u>	<u>Year to Date Actual Cash</u>
Beg Cash - 01/01/19					\$ 279,203.40
Ad Valorem	Tax	-		-	-
Motor Vehicle	Tax	-		-	-
Delinquent	Tax	-		-	-
Interest	From Bank Accounts	1,656.78		10,000.00	30,926.31
Other Revenues		-			20.00
Transfers		31,250.00		375,000.00	375,000.00
Total Revenues		<u>32,906.78</u>		<u>385,000.00</u>	<u>405,946.31</u>
Total Resources					<u><u>685,149.71</u></u>
Street Improvements		-	6,600.00	300,000.00	291,952.94
Sidewalk/Bike Paths			7,335.27	100,000.00	100,000.00
Park Improvements		-	38,778.39	200,115.00	48,778.39
Other Capital Costs		-	-	-	-
Total Expenditures			<u>52,713.66</u>	<u>600,115.00</u>	<u>440,731.33</u>
Cash Balance - 12/31/2019					<u><u>\$ 244,418.38</u></u>

Equipment Reserve 2019 (As of 12/31/19)

<u>Detail</u>	<u>Reason</u>	<u>December Revenue</u>	<u>December Expense</u>	<u>Budget</u>	<u>Year to Date Actual Cash</u>
Beg Cash - 01/01/19					\$ 112,929.76
Interest	From Bank Accounts	144.61		2,500.00	2,682.82
Reimbursements	From Insurance				(0.34)
Transfers	From General Fund	14,150.00		169,800.00	169,817.01
Total Revenues		\$ 14,294.61		\$ 172,300.00	\$ 172,499.49
Total Resources					\$ 285,429.25
Trucks/Heavy Equipment			\$ -	\$ 40,500.00	\$ 36,654.30
Computers		-	36,975.25	50,000.00	49,135.02
Police Department Expenses		-	-	60,000.00	39,002.25
Police Department Tech Expenses			-	51,000.00	50,920.00
Total Expenditures			\$ 36,975.25	\$ 201,500.00	\$ 175,711.57
Cash Balance - 12/31/19					\$ 109,717.68

Equipment Reserve 2019

Updated 1/15/2020

Regular Council Meeting of January 20, 2020

CITY OF MAIZE/REC COMMISSION
 SHARED COSTS FOR CITY HALL COMPLEX
 THRU 12/31/2019

	MONTHLY BILL	CITY PORTION	REC PORTION	YEAR TO DATE COSTS	CITY PORTION YEAR TO DATE	REC PORTION YEAR TO DATE	PERCENT OR FLAT RATE
Phone	\$769.95	\$669.86	\$100.09	\$8,839.40	\$8,038.32	\$1,201.08	Flat - based on number of lines
Internet	750.51	675.46	75.05	9,006.12	17,862.15	900.60	Flat - \$75.05/month
Gas	713.98	393.40	320.58	5,611.53	3,091.95	2,519.58	44.90%
Electric	1,767.02	973.63	793.39	26,914.03	14,829.63	12,084.40	44.90%
Janitor	1,868.83	1,029.73	839.10	22,859.43	12,595.55	10,263.88	44.90%
Water/Sewer	0.00	0.00	0.00	0.00	0.00	0.00	
Trash	99.18	54.65	44.53	1,150.74	434.84	516.68	44.90%
Insurance (Annual Bill)	0.00	0.00	0.00	0.00	0.00	0.00	44.90%
Pest Control	300.00	275.00	25.00	3,600.00	3,300.00	300.00	Flat - Exterminator breaks rate out
Lawn Service	0.00	0.00	0.00		0.00	0.00	Provided by Public Works
Total	\$6,269.47	\$4,071.72	\$2,197.75	\$77,981.25	\$60,152.44	\$27,786.22	

Shared Costs for City Hall
 Updated 1/15/2020

CITY OF MAIZE/USD #266
 SHARED COSTS FOR SCHOOL RESOURCE OFFICERS
 THRU 12/31/2019

	MONTHLY BILL	CITY PORTION	USD #266 PORTION	YEAR TO DATE COSTS	CITY PORTION YEAR TO DATE	USD #266 PORTION YEAR TO DATE
Wages	\$ 15,193.46	\$ 3,798.37	\$ 11,395.10	\$ 147,925.87	\$ 36,981.47	\$ 110,944.40
FICA/Medicare Taxes	1,134.13	\$ 283.53	\$ 850.60	10,990.58	2,747.65	8,242.94
KPERS (Employer)	1,502.62	\$ 375.66	\$ 1,126.97	14,590.27	3,647.57	10,942.70
Health/Life/Other Employer Paid Benefits	1,472.68	\$ 368.17	\$ 1,104.51	15,028.81	3,757.20	11,271.61
Total Shared Costs	\$ 19,302.89	\$ 4,825.72	\$ 14,477.17	\$ 188,535.53	\$ 47,133.88	\$ 141,401.65



DATE: January 15, 2020
TO: Maize City Council
FROM: Sue Villarreal - Jolene Graham – Richard LaMunyon
RE: January Operations Report

1. Pending Council Items

- Eagles Nest, 2nd Add Phase I Streets *(Feb)*
- Designee for KDHE Loan *(Feb)*
- Review of 2020 Project Funding Plan *(Feb)*
- Kelsey Zone Change *(Mar)*
- Amphitheater Contract *(Mar)*
- Wastewater Plant Phase 2a *1st quarter 2020*

2. 2019 Year-end Budget Analysis

The 2019 budget closed out within expenditure expectations and revenues were higher than projected. The Budget Management Team will meet January 16th to review the 2020 budget management plan and to discuss the 2021 budget process and goals.

3. 2020 Utilities Rates & follow up

Staff is preparing to make rate adjustments based on the newly adopted water and wastewater ordinances. The new rates became effective January 1, 2020. February billing (January usage) will reflect the new rate changes. Careful planning and consideration was taken throughout the rate analysis process. The new rate structure provides a more balanced and fair billing system for all users while maintaining self-sustaining water and wastewater funds and providing growth for water and wastewater reserve funds in the future. Future growth and development ensures the need for providing new service and infrastructure. Additional upgrades to the wastewater treatment plant are currently in the planning stages as well. Staff will continue to monitor funds throughout the year to provide data for future project funding and development.

4. Upcoming Meetings

- Wednesdays Mayor's Weekly Meeting @ 11am
- January 20th Council @ 7pm
- February 6th Planning @ 7pm
- February 11th Park & Tree @ 5:30pm
- February 17th Council @ 7pm

City of Maize, Kansas



Municipal Court
2019 Annual Report
Sara Javier, Municipal Court Clerk

The Details

At a Glance

- 630 citations processed in 2019
- 866 violations
- 1 Code Violation
- 811 disposed violations
- 105 Warrants Issued
- 141 Warrants Cleared
- Top 3 Traffic Offenses
 - Speeding (238)
 - Expired Tag (113)
 - Driving While Suspended (81)
- Top 3 Public Offenses
 - Domestic Battery (19)
 - Criminal Damage to Property (17)
 - Possession of Drug Paraphernalia (17)

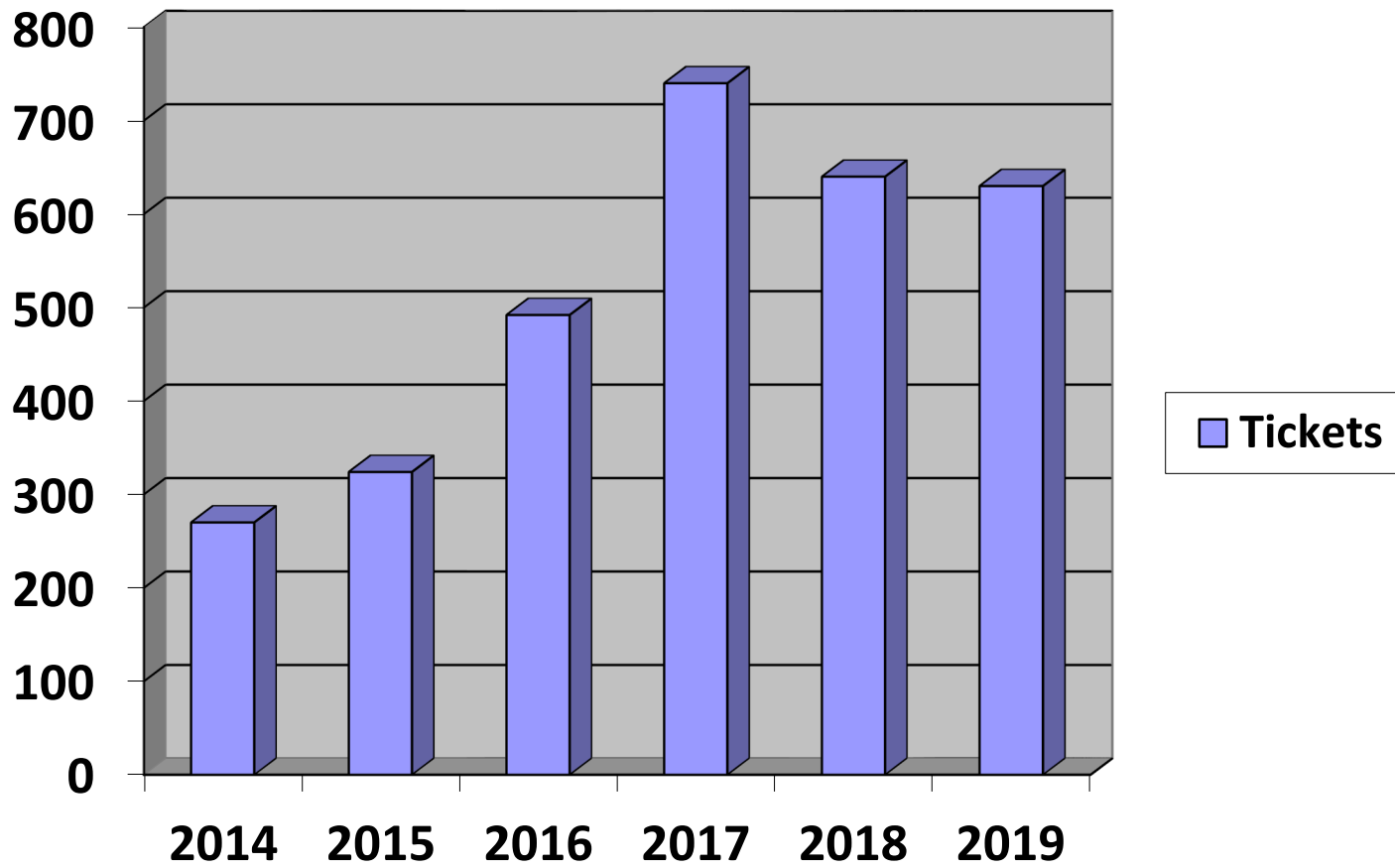
Court Operations: 2019 has stayed consistent with last year. Municipal Court had 10 fewer citations than 2018. In March, staff changed the way the Court responds to failure to appear, adding in collections and suspending driver's licenses. So far, Municipal Court has sent in 91 violations to collections totaling in over \$35K in debt owed. Only \$2,300 has been collected but we are optimistic that will number will increase over time.

Citations: In 2019, we had a total 631 citations filed adding up to 866 violations processed with the Court. 802 of those violations were criminal and traffic charges, 1 Code Enforcement violation with the remaining 63 being ordinance violations. We had 811 violations that were disposed of. Municipal Court staff issued 105 warrants with 141 warrants cleared by either appearance, bond payment or arrest.

Court Services/Probation: As of December 31, 2019, there were 32 defendants on reporting and non-reporting Diversion and 10 defendants on reporting Probation. Diversions are granted by the City Prosecutor on a case-by-case basis and carry an enhanced fine as well as specific stipulations.

The Maize Municipal Court is dedicated to providing fair and appropriate resolutions of Municipal Code violations in an efficient, knowledgeable and respectful manner.

Maize Tickets Issued 2014-2019



CODE ENFORCEMENT

DATE: **January 15, 2020**
TO: **Maize City Council**
FROM: **Jeff Greep, Code Enforcement Officer**
RE: **2019 4th Quarter Summary**

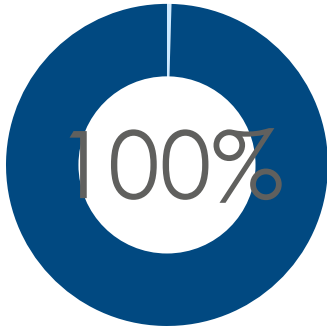
The following is a summary intended to keep the Council apprised of the status of ongoing code enforcement violations. In addition to the major violations listed below, code enforcement has written approximately 66 other violations (most of which have been corrected) for trash, junk cars, etc. since October 16, 2019. Additionally, 87 storm water notices of violation were written. If storm water BMPs were not corrected in a timely manner, the City arranged to have them installed by a contractor. This quarter, 34 BMPs were referred to a contractor for installation.

Additionally, the following non-violation actions were taken by staff:

- Ongoing inspections of commercial sites
1. 109 Khedive – They are waiting on the Tax Sale. (Owner has passed away)
 2. 200/300 Block of Albert – Mobile Home Court has mowed and is hauling off limbs and trash to help correct violations on property. (On going)

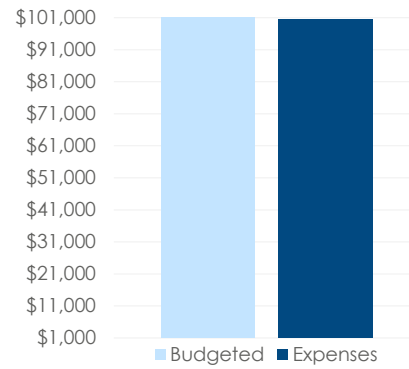
2019 Technology CIP/Replacement Budget

Percentage Spent as of 12/31/2019



Summary

2019 TECHNOLOGY BUDGET	\$101,000
TOTAL EXPENSES	\$100,548
REMAINING BALANCE	\$452



Technology Budget

ITEM	AMOUNT
Tech Budget 2019	\$101,000.00

The Technology CIP and replacement budget ended 2019 within budget. As relayed to the Council throughout the year, Technology Capital Improvement Projects exceeded the 2019 goals. Highlights included replacement of a server (\$50,920), security camera and Police Department interview room upgrades (\$28,809) and the Public Works server (\$6500). The remainder of the budget included normal replacement, repairs and security enhancements across all departments.



"Where Community Counts"

TO: City Council
FROM: Sue Villarreal
 Deputy City Clerk
DATE: January 15, 2020
RE: Maize Park Cemetery 2019 4th Quarter Memo

(2019 Jan 1- December 31)

There were **27** burials
10 lots were purchased for burial

REVENUE:

Plot Fees	22841.53
Opening & Closing Fees	10100.00
Stone Sets	1425.00
Deed Transfer Fees	50.00
Convenience Fee	75.75
Ad Valorem Taxes	41088.68
Motor Vehicle Taxes	5350.30
Delinquent Taxes	494.40
Interest	4296.55
Other Revenues	<u>125.75</u>
<i>Total</i>	85847.96

Beginning Cash 1/1/2019	105891.62
Revenue	+85847.96
Expenditures	-64488.28
Net Change Liabilities	<u>-31.69</u>
Ending Cash 12/31/2019	127219.61

EXPENDITURES:

Insurance	335.35
Improvements	19504.50
Equipment	0.00
Wages	17813.68
Operating Expenses	<u>26834.75</u>
<i>Total</i>	64488.28

(2717.00 roads; storage blocks 2340.00;
 concrete pad 657.50; 13790.00 columbarium)
 (Hrly 10373.79; OT 614.89; Salary 6925.10)